

Waiver Slot Assignment Committee (WSAC) Guidance

- In addition to operating within the requirements of the Health Insurance Portability and Accountability Act (HIPAA), confidentiality is also required for the contents of the review form used to describe individuals and their needs, WSAC discussions as well as individual and group rankings.
- Members will be provided with guidance for determining relative urgency of need. Decision making should fall within these parameters.
- Meetings will begin and end on time.
- Time frames for discussion and scoring by members should be respected for the benefit of all.
- Cell phones should be set to vibrate unless an emergency call is expected.
- Members will respect others' opinions; we can learn from one another.
- Everyone is welcome to participate in discussions, no one dominates.
- Members will avoid side conversations during the meeting.
- The appointed WSAC meeting facilitator will facilitate adherence with this guidance.